



U.S. General Services Administration

Federal Acquisition Service

Purchase Order

GSA Training Module developed for NITCP

Purchase Order Training Module Overview

Description: This training module will take you step-by-step through the Purchase Order (PO) documents available in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.

Purchase Order Glossary

| Term | Definition |
|---------------------|--|
| Bilateral PO | A purchase order document that requires signature by both the GSA Contracting Officer and the Primary Contractor to be awarded. |
| CCR | Central Contractor Registration. Contractor's company data listed on Purchase Order must match CCR for Purchase Order award process to complete successfully. (International Companies are verified/matched manually). |
| CO | Contracting Officer - GSA staff person who signs purchase orders, thereby awarding orders to contractors. Often referred to as ACO or CO in the system. |
| PIID | Procurement Instrument Identification Number is a unique auto-generated number for each order. PIID is generated when the Market Analysis (MA) or Directed Buy (DB) form is submitted |
| Purchase Order Form | Type of Purchase order – can be Form 300, Form 30, Form 1449, Form 1155, and Form 26. Form 30 cannot be used on the base mod (00) of an order. |
| Sign | On Purchase Order. An editable signature checkbox displayed to the GSA Contracting Officer authorized for signing the Purchase Order. |
| Unilateral PO | A purchase order document that only has to be signed by the GSA Contracting Officer to be awarded. |

Purchase Order Privileges


| User Role Action | Create | Edit | View |
|-------------------------|--------|---------|--------|
| CSR | ✓ | ✓ * | ✓ |
| GSA Contracting Officer | ✓ | ✓ ** | ✓ |
| Client | | | ✓ *** |
| Contractor | | ✓ ***** | ✓ **** |

*CSR can edit pre-award, but cannot sign.

** Contracting Officer can edit & sign pre-award.

***Client and Contractor can view Purchase Order after signed by Contracting Officer.

****Contractor can edit bilateral Purchase Order in a 'Pending Vendor Signature' state.


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Select a View:

<<-- View Orders -->> | <<-- View Inactive Orders -->> | <<-- View Action Items -->> | <<-- View Support Information -->>

Go to a Specific View Item: [Create New Order](#)

Orders - Entire Package

Next -> |

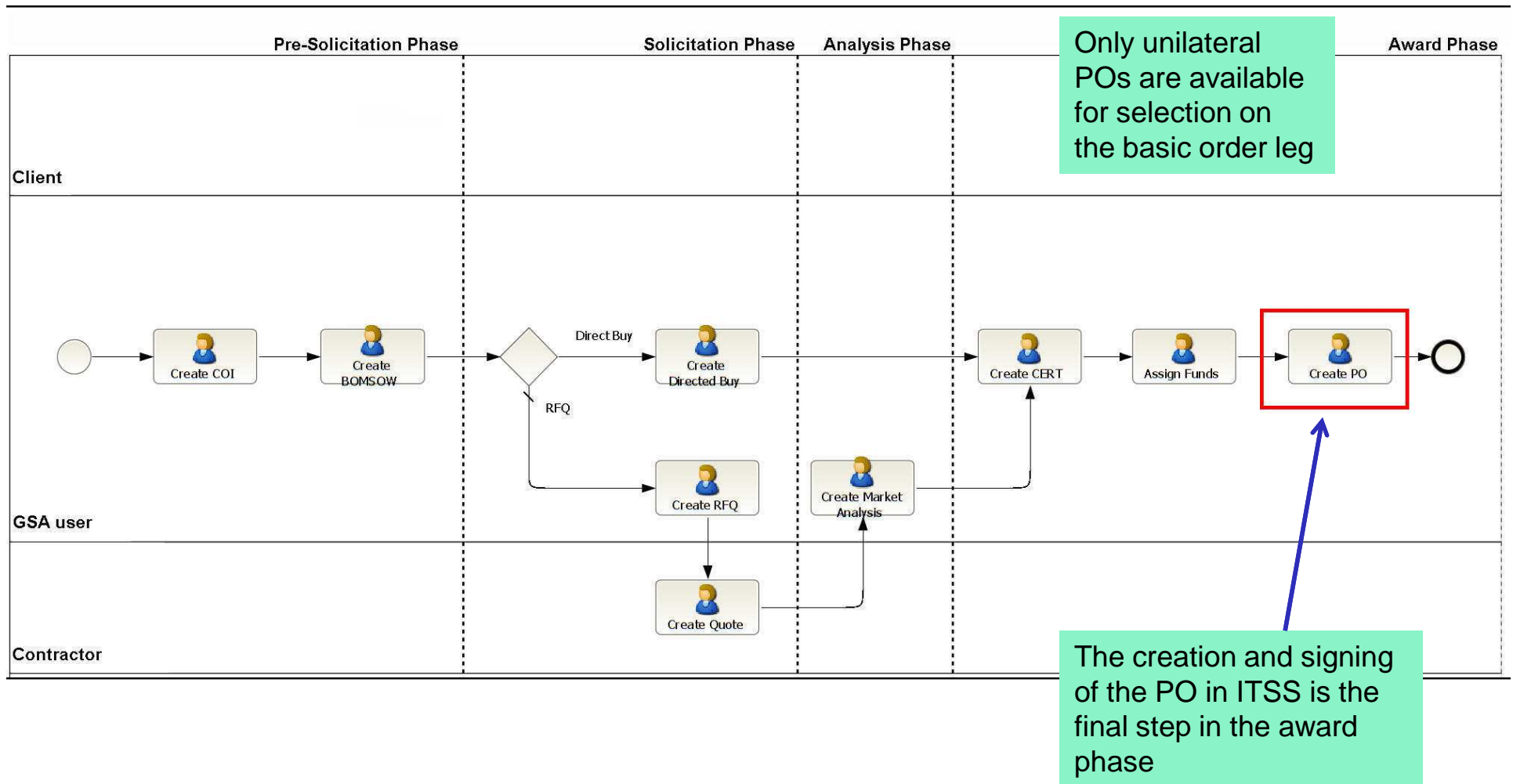
Order Package

- ID40120044-COI Sarah Client (Organization Name) AWARDED (Mod 001 - AWARDED)>>IT Commodities procurement
 - 00 Chronology
 - 01 Electronic Contract File (ECF)
 - 01 BOM/SOW ID40120044 - 000 Version 00 Amendment 00 AWARDED
 - Directed Buy - Revision 02
 - >Certification of Funds - Funds Available (Francine FM)
 - >Form 1449 - Rejected
 - >Form 300 - Awarded on 2012-03-05
 - >FPDS-NG Form - ID40120044-000
 - 01 Order Mod ID40120044 - 001 AWARDED
 - >Certification of Funds - Funds Available (Francine FM)
 - >Form 30 - Awarded on 2012-03-05
 - >FPDS-NG Form - ID40120044-001
 - 01 Order Mod ID40120044 - 002 ACCEPTED
 - 03 Req for Accept (Matched) Invoice #: INV0002 Date: 2012-03-05 Invoice Amt: \$15,000.00 - Rejected
 - 03 Req for Accept (Matched) Invoice #: INV0003 Date: 2012-03-05 Invoice Amt: \$15,000.00 - Partial Acceptance
 - 03 Req for Accept (Unmatched) Invoice #: INV002 Invoice Amt: \$7,860.00 - Client Acceptance Requested
 - 03 Req for Accept (Unmatched) Invoice #: INV0001 Invoice Amt: \$14,800.00 - Accepted
 - 03 Req for Accept (Unmatched) Invoice #: Inv0002 Date: 2012-03-05 Invoice Amt: \$7,860.00 - CSR Acknowledgment Requested

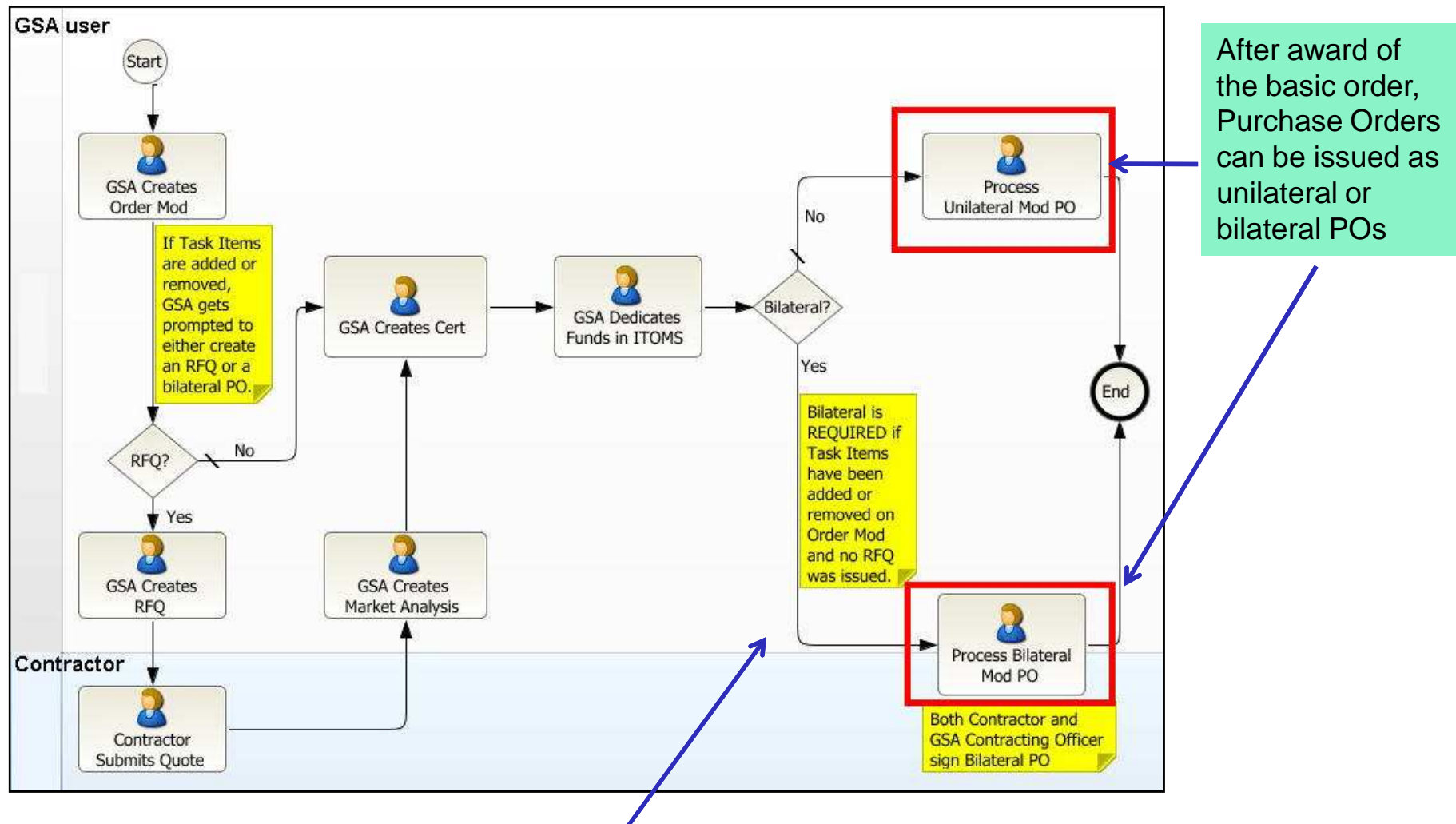
Click on the Purchase Order link right beneath the Certification of Funds link in the Order Package View to open an existing Purchase Order in view mode. There will be only one awarded Purchase Order on each awarded order leg.

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Within the Pre-Award Workflow Context



Within the Post-Award Workflow Context



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WELCOME ORDERS FUNDING REGISTRATION CONTRACTS

Directed Buy

[Rec Neg](#) [Create PO](#) [Edit](#) [Go To Order Package](#)

Submitted By: Christopher CSR at 02/28/2012
Contractor: Steve Contractor (IT INDUSTRY PARTNERS)
Contract Number: << Open Market >>
PIID Code: A - Agreements (including basic agreements, BOAs and BPAs)
Fiscal Year of Award: 2012
PIID: GS40T12SJA0035
Contract Type: Fixed Price with Economic Price Adjustment
Order ID: ID40120044, Mod 000, Revision 02
Status: Ready

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WELCOME ORDERS FUNDING REGISTRATION CONTRACTS

Market Analysis

[Rec Neg](#) [Create PO](#) [Edit](#) [Go To Order Package](#)

Submitted By: Christopher CSR at 02/09/2012

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WELCOME ORDERS FUNDING REGISTRATION CONTRACTS

Order Modification

[Create PO](#) [Edit](#) [Reject Order Mod](#) [Go To Order Package](#)

Submitted By: Connie CO at 02/10/2012

After the order leg has been funded, the Purchase Order can be created by clicking the *Create PO* button on either the Directed Buy, Market Analysis, or Order Mod.


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Select Purchase Order Form Type



Please select the type of Purchase Order Form that you wish to use for TRAINING001 - 01

A Form 300 cannot be issued as a bilateral PO

<< Select Purchase Order Form >>

<< Select Purchase Order Form >>

Form300

Form30

Form1449

Form1155

Form26

Form 30 is not available as a PO option on basic order legs

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Purchase Order Types

| Purchase Order Type | Condition |
|---------------------|---|
| Form 300 | Basic award form, generally used for all purposes. Should also be used for certain order modifications. |
| Form 30 | Modification form for any other order form |
| Form 1449 | Award form for commercial item purchase, IAW Part 12 of the FAR |
| Form 26 | Contract award form |
| Form 1155 | Use not recommended by FAS community. Identified for possible removal as an RBA option. |

Form 300

Close Without Saving

ORDER FOR SUPPLIES AND SERVICES

IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution

PAGE 1 OF 1 PAGE(S)

| | | | | | | | |
|--|------------------------------|-------------------------|--------------------|--------------------------------------|---------------------|----------------------------|-------------|
| 1. DATE OF ORDER 03/05/2012 | | 2. ORDER NUMBER | | 3. CONTRACT NUMBER GS40T12SJA0035 | | 4. ACT NUMBER A2474686T | |
| FOR GOVERNMENT USE ONLY | 5. ACCOUNTING CLASSIFICATION | | | | 6. FINANCE DIVISION | | |
| | FUND 299X | ORG CODE Q04TF000 | B/A CODE FQ | O/C CODE 25 | AC | SS | VENDOR NAME |
| | FUNC CODE C01 | C/E CODE H08 | PROJ./PROS. NO. | CC-A | MDL | FI | G/L DEBT |
| | W/ITEM | CC-B | PRT./CRFT | AI | LC | DISCOUNT | |
| 7. TO: CONTRACTOR (Name, address and zip code) (Name) Steve Contractor ▾ (Company) IT INDUSTRY PARTNERS (Address) 2500 Technology Way (Address2) (City)(State)(Zip) Madison, GA 30650 (Country) United States ▾ (Phone) (619) 555-0100 | | | | 8. TYPE OF ORDER PURCHASE | | REFERENCE YOUR | |
| Please furnish the following on the terms specified on the sides of the order and the attached sheets, if any, including delivery as indicated. The delivery order is subject to instructions contained on the side only of this form and is issued subject to the terms and conditions of the above numbered contract. | | | | MODIFICATION NO. | | AUTHORITY FOR ISSUING | |
| | | | | TYPE OF MODIFICATION: | | | |

Refer to the *Standardized Numbering Conventions* training module for information on how the ORDER NUMBER and CONTRACT NUMBER fields are populated.

Select a contractor from a list of contractors within the company authorized to use the contract or Open Market

| | | | |
|---|---------------------------------------|---|---|
| 9A. EMPLOYER'S IDENTIFICATION NUMBER 111111111 | | 9B. CHECK, IF APPROP WITHHOLD 20% Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged. | |
| 10A. CLASSIFICATION B. Other than Small Business | | 10B. TYPE OF BUSINESS ORGANIZATION Corporation | |
| 11. ISSUING OFFICE <i>(Address, zip code, and telephone no.)</i> GSA Region 40 Abby CO 40 Region Rd. Atlanta, GA 12345 United States (877) 472-4877 | | 12. REMITTANCE ADDRESS (MANDATORY) <i>(Company)</i> IT INDUSTRY PARTNERS <i>(Address)</i> 2500 Technology Way <i>(Address2)</i> <i>(City)(State)(Zip)</i> Madison GA 30650 <i>(Country)</i> United States | |
| | | 13. SHIP TO (Consignee address, zip code and telephone no.) <i>(Attention)</i> Sarah Client <i>(Address)</i> 123 Main St. <i>(Address2)</i> <i>(City)(State)(Zip)</i> Springfield CA 95370 <i>(Country)</i> United States <i>(Phone)</i> (619) 555-0105 | |
| 14. PLACE OF INSPECTION AND ACCEPTANCE <i>(Name)</i> Sarah Client <i>(Address)</i> 123 Main St. <i>(Address2)</i> <i>(City)(State)(Zip)</i> Springfield CA 95370 <i>(Country)</i> United States | | 15. REQUISITION OFFICE (Name, symbol and telephone no.) Troy CSR GSA Region 40 40 Region Rd. Atlanta, GA 12345 United States (877) 472-4877 | |
| 16. F.O.B. POINT Destination | 17. GOVERNMENT B/L NO. | 18. DELIVERY F.O.B. POINT ON OR BEFORE 02/28/2013 | 19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS |

Enter
free-form
text in the
text area
above the
table

20. SCHEDULE

| NO. | SUPPLIES OR SERVICES | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----|--|----------------------|----------|----------------|--------------|
| | (B) | | | | |
| | Installation / Maintenance - Base Year | 1 | lot | \$30,000.00 | \$30,000.00 |
| | Mobile Solutions Equipment | 1 | lot | \$124,800.00 | \$124,800.00 |

21. PAYING OFFICE (Name, symbol and telephone no.)
Organization Name, (619) 555-0105

22. SHIPPING POINT Specified in QUOTE

23. GROSS SHIP WT.

24. MAIL INVOICE TO: (Include zip code)
Finance Operations and Disbursement Branch (BCEB)
299X
PO Box 219434
Kansas City, MO 641219434
United States

25A. FOR INQUIRIES REGARDING PAYMENT CONTACT:
GSA Finance Customer S

25B. TELEPHONE NO.
816-926-7287

26A. NAME OF CONTRACTING/ORDERING OFFICER (Type)
Abby CO

26B. TELEPHONE NO.
(877) 472-4877

26C. SIGNATURE
☐ Sign

27. TOTAL From 300-A(s)
GRAND TOTAL \$154,800.00

GENERAL SERVICES ADMINISTRATION

1. PAYING OFFICE

GSA FORM 300 (REV. 2)

Task item data is pulled from the Dollars Subform and displayed within a non-editable table

An editable signature checkbox is displayed to the GSA Contracting Officer (CO) for signing the PO, and is not available for CSR.

Additional Information

| | | | |
|--|--------------------------------------|-------------------------------|---|
| BOMSOW DATE: 02/22/2012 | PROPOSAL DATE: 02/28/2012 | ORDER ID: ID40120044 | CONTRACT TYPE Fixed Price with Economic Price Adjustment |
| DELIVERY DATE: 03/01/2012 | COST TO CLIENT: \$168,400.00 | FEE AMOUNT \$13,600.00 | COST TO GO \$154,800.00 |
| PERFORMANCE PERIOD: From 03/01/2012 | PERFORMANCE PERIOD: To 02/28/2013 | TOTAL COST \$ \$154,800.00 | |
| DUNS # 999999999 | | | |

Submit is displayed to COs. Click Submit to award the order.

Save as Draft and Submit for Signature are displayed to CSRs.

Clicking Submit, Save as Draft or Submit for Signature will validate the Contractor demographic data against the CCR.


Dates for Mod - 000

| |
|---|
| Prior Mod 000 Period of Performance |
| From: 03/01/2012 To: 02/28/2013 |
| Vendor Invoiced For Period Of Performance |
| From: To: |
| New Period of Performance |
| From: 03/01/2012 To: 02/28/2013 |
| Date: Desired Delivery Date 03/01/2012 |

Edit History

Submit

Close Without Saving

| | | | |
|--|---------------------------------|--|---|
|  IT-Solutions Shop You are signed in as Abby CO | | IT-Solutions | Guide Me • Site Help • Contact Us • Need Assistance • Log Out |
| WELCOME ORDERS FUNDING REGISTRATION CONTRACTS | | | |
| <h2>Form 30</h2> | | | |
| <div>Contractual Mod Number</div> | | <div>Close Without Saving</div> | |
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | 1. CONTRACT ID CODE PAGE 1 OF 1 PAGE(S) | |
| 2. AMENDMENT/MODIFICATION NO. ID40120044 / A 001 | 3. EFFECTIVE DATE 03/05/2012 | 4. REQUISITION/PURCHASE REQ. NO. A2474686T | 5. PROJECT NO. (if applicable) |
| 6. ISSUED BY GSA Region 40 Abby CO 40 Region Rd. Atlanta, GA 12345 United States (877) 472-4877 | | 7. ADMINISTERED BY (If other than Item 6) Abby CO (877) 472-4877 | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (Name) Steve Contractor | | 9A. AMENDMENT OF SOLICITATION NO. | |
| (Company) IT INDUSTRY PARTNERS | | 9B. DATED (SEE ITEM 11) | |
| (Address) 2500 Technology Way | | 10A. MODIFICATION OF CONTRACT/ORDER NO. GS40T12SJA0035 / TYPE OF MODIFICATION: A. Amount Change | |
| (Address2) | | 10B. DATED (SEE ITEM 11) 03/05/2012 | |
| (City, State, Zip) Madison GA 30650 | | (Country) Canada | |
| (Phone) (619) 555-0100 | | CODE | |
| FACILITY CODE | | CODE | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers
☒ is extended ☐ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12.ACCOUNTING AND APPROPRIATION DATA (If required)
 299X.Q04TF000.FQ.25.C01.H08....

**13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

- ☐ A THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- ☐ B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as change of office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- ☐ C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- ☐ D OTHER (Specify type of modification and authority):

E. IMPORTANT: Contractor ☐ IS ☒ IS NOT required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)

ORDER MOD DATED: 03/05/2012

Proposal Dated: 03/05/2012

Order ID: ID40120044

PERFORMANCE PERIOD FROM:
03/01/2012

PERFORMANCE PERIOD TO:
02/28/2014

DELIVERY DATE:

| ITEM NO | TASK ITEM DESCRIPTION | PREVIOUS MOD AMOUNT | MOD CHANGE AMOUNT | NEW MOD AMOUNT |
|---------|--|---------------------|-------------------|----------------|
| 1001 | Installation / Maintenance - Base Year | \$30,000.00 | \$0.00 | \$30,000.00 |
| 1002 | Mobile Solutions Equipment | \$124,800.00 | \$0.00 | \$124,800.00 |
| 2001 | Maintenance - Option Year 1 | \$0.00 | \$42,000.00 | \$42,000.00 |

Indicate whether the PO is unilateral (IS NOT) or bilateral (IS). Bilateral POs must be signed first by the Vendor, then by the CO to complete the award.

Task item data is pulled from the Dollars Subform and displayed within a non-editable table

F.O.B. POINT:
Destination

FOR INQUIRIES REGARDING PAYMENT CONTACT:
(Name) GSA Finance Customer S (Phone) 816-926-7287

| | PRIOR AMOUNT | NEW AMOUNT | INCREASE/DECREASE |
|--------------|--------------|--------------|-------------------|
| Cost To GSA: | \$154,800.00 | \$196,800.00 | \$42,000.00 |

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|------------------|--|------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) | |
| | | (Name) Abby CO | |
| | | (Phone) (877) 472-4877 | |
| 15B. CONTRACTOR/OFFEROR | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA | 16C. DATE SIGNED |
| (Signature of person authorized to sign) | | <input type="checkbox"/> Sign | |
| | | (Signature of person authorized to sign) | |

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR) 53.243

Additional Information

| | PRIOR AMOUNT | NEW AMOUNT | INCREASE/DECREASE |
|-----------------|--------------|--------------|-------------------|
| Cost To Client: | \$168,400.00 | \$215,440.00 | \$47,040.00 |
| Fee Amount | \$13,600.00 | \$18,640.00 | \$5,040.00 |
| Cost To GSA: | \$154,800.00 | \$196,800.00 | \$42,000.00 |
| DUNS # | | | |
| 999999999 | | | |

Dates for Mod - 001

| | |
|---|--------------------------------------|
| Prior Mod 000 Period of Performance | |
| From: | 03/01/2012 To: 02/28/2013 |
| Vendor Invoiced For Period Of Performance | |
| From: | To: |
| New Period of Performance | |
| From: | 03/01/2012 To: 02/28/2014 |
| Date: | Desired Delivery Date: 03/01/2012 |

Edit History

Submit Submit for Signature Close Without Saving


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An editable signature checkbox is displayed to the GSA Contracting Officer (CO) for signing the PO, and is not available for CSR.

Submit for Signature button:

- If PO is bilateral, the vendor will be notified and will be required to sign before the CO can complete the award.
- If PO is unilateral, the CO will be notified and will be able to sign and complete the award

****Once this button is clicked, the PO data will no longer be editable.**



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WELCOME
ORDERS

Form 1449

Edit
Print
Print W/Terms
Refresh from COI
Go To Order Package

| | | | | | |
|--|--|------------------------|--|--|--|
| SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30. | | | | 1. REQUISITION NUMBER A2474686T | PAGES 1 OF (1) PAGE(S) |
| 2. CONTRACT NO. GS40T12SJA0035 | 3. AWARD/EFFECTIVE DATE 03/05/2012 | 4. ORDER NUMBER | 5. SOLICITATION NUMBER | 6. SOLICITATION ISSUE DATE | |
| 7. FOR SOLICITATION INFORMATION CALL: a. NAME | | | b. TELEPHONE NUMBER (No Collect Calls) | 8. OFFER DUE DATE/ LOCAL TIME | |
| 9. ISSUED BY GSA Region 40 Abby CO 40 Region Rd. Atlanta, GA 12345 United States (877) 472-4877 | | | 10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIC: SIZE STANDARD: | 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED Destination | 12. DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS |
| 15. DELIVER TO Sarah Client 123 Main St. Springfield, CA 95370 United States (619) 555-0105 | | | <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) | | |
| | | | 13b. RATING | | |
| | | | 14. METHOD OF SOLICITATION | | |
| 16. ADMINISTERED BY Abby CO (877) 472-4877 | | | 18a. PAYMENT WILL BE MADE BY Finance Operations and Disbursement Branch (BCFB) 299X PO Box 219434 Kansas City, MO 641219434 United States | | |
| 17a. CONTRACTOR/ OFFEROR Steve Contractor IT INDUSTRY PARTNERS 2500 Technology Way Madison, GA 30650 United States (619) 555-0100 | | | | | |

Refer to *Standardized Numbering Conventions* training module for information on how the ORDER NUMBER and CONTRACT NO. fields are populated.

Once a PO is signed by the Contracting Officer, users are able to Print the PO or Print the PO with Terms

Vendor addresses located outside the United States are not automatically verified against CCR data and should be verified manually

| | | | | | |
|---|--|--|--|---|--------------|
| 17b. <input type="checkbox"/> CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER. | | 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED | | | |
| 19. ITEM NO | 20. SCHEDULE OF SUPPLIES/SERVICES | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
| ITEM NO. | TASK ITEM DESCRIPTION | | PREVIOUS MOD AMT | MOD CHANGE AMT | NEW MOD AMT |
| 1001 | Installation / Maintenance - Base Year | | \$0.00 | \$30,000.00 | \$30,000.00 |
| 1002 | Mobile Solutions Equipment | | \$0.00 | \$124,800.00 | \$124,800.00 |
| 25. ACCOUNTING AND APPROPRIATION DATA 299X.Q04TF000.FQ.25.C01.H08... | | | 26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$154,800.00 | | |
| <input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 and 52.212-5 ARE ATTACHED. ADDENDA ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ATTACHED. | | | | | |
| 28. CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. <input type="checkbox"/> CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. | | | 29. AWARD OF CONTRACT: REFERENCE OFFER DATE : YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: | | |
| 30a. SIGNATURE OF OFFEROR/CONTRACTOR | | 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) | | | |
| 30b. NAME AND TITLE OF SIGNER (Type or print) | 30c. DATE SIGNED | 31b. NAME OF CONTRACTING OFFICER (Type or print) Abby CO (877) 472-4877 | | 31c. DATE SIGNED | |
| 32a. QUANTITY IN COLUMN 21 HAS BEEN | | 32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE | | 32c. DATE | |
| 32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | | |
| 32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | 32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | | |
| 33. SHIP NUMBER | 34. VOUCHER NUMBER | 35. AMOUNT VERIFIED CORRECT FOR | | 36. PAYMENT | |
| 37. CHECK NUMBER | | 38. S/R ACCOUNT NUMBER | 39. S/R VOUCHER NUMBER | 40. PAID BY | |
| 41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT | | 42a. RECEIVED BY (Print) | | | |
| 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER GSA Finance Customer Support 816-926-7287 | 41c. DATE | 42b. RECEIVED AT (Location) | | | |
| | | 42c. DATE REC'D (YY/MM/DD) | 42d. TOTAL CONTAINERS | | |
| AUTHORIZED FOR LOCAL REPRODUCTION | | SEE REVERSE SIDE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT | | STANDARD FORM 1449 (REV. 4-2002) Prescribed by GSA - FAR (48 CFR) 53.212 | |

Task item data is pulled from the Dollars Subform and displayed within a non-editable table

Once the PO is signed by the Contracting Officer their name and the date the PO was signed are displayed on the PO.



IT-Solutions Shop

You are signed in as Abby CO

IT-Solutions

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REGISTRATION

CONTRACTS

Form 26

Close Without Saving

| | | | | | |
|---|--|---|---|--------------------------------|------------------------|
| AWARD/CONTRACT | | 1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) | ▶ | RATING <input type="text"/> | PAGES 1 OF (1) PAGE(S) |
| 2. CONTRACT (Proc. Inst. Ident.) NO. GS40T12SJA0035 | | 3. EFFECTIVE DATE 03/05/2012 | 4. REQUISITION/PURCHASE REQUEST/PROJECT NO. / A2474686T | | |
| CODE | | | | | |
| 5. ISSUED BY GSA Region 40 Abby CO 40 Region Rd. Atlanta, GA 12345 United States (877) 472-4877 | | 6. ADMINISTERED BY (If other than Issued By) GSA Region 40 Abby CO 40 Region Rd. Atlanta, GA 12345 United States | | | |
| 7. NAME AND ADDRESS OF CONTRACTOR(No., street, county, State and ZIP Code) (Name) Steve Contractor (Company Name) IT INDUSTRY PARTNERS (Address) 2500 Technology Way (Address2) (City)(State)(Zip) Madison GA 30650 (Country) United States (Phone Number) (619) 555-0100 CODE | | | 8. DELIVERY ORIGIN 9. DISCOUNT FOR PROMPT PAYMENT NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS 10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN ITEM | | |
| FACILITY CODE | | | | | |

Refer to the *Standardized Numbering Conventions* training module for information on how CONTRACT (Proc. Inst. Ident.) NO. field is generated.

| | | | | | | | |
|---|--|---------------------------------------|--|---|---------------------|--|----------------------|
| 11. SHIP TO/MARK FOR Sarah Client (Address) 123 Main St. (Address2) _____ (City)(State)(Zip) Springfield CA 95370 (Country) United States (Phone Number) (619) 555-0105 | | | 12. PAYMENT WILL BE MADE BY Finance Operations and Disbursement Branch (BCEB) 299X PO Box 219434 Kansas City, MO 641219434 United States | | | | |
| 13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) <input type="checkbox"/> 41 U.S.C. 253(c) | | | 14. ACCOUNTING AND APPROPRIATION DATA 299X, Q04TF000, FQ.25.C01.H08... _____ | | | | |
| 15A. ITEM NO. | 15B. SUPPLIES/SERVICES | 15C. QUANTITY | 15D. UNIT | 15E. UNIT PRICE | 15F. AMOUNT | | |
| ITEM NO. | TASK ITEM DESCRIPTION | | PREVIOUS MOD AMT | MOD CHANGE AMT | NEW MOD AMT | | |
| 1001 | Installation / Maintenance - Base Year | | \$0.00 | \$30,000.00 | \$30,000.00 | | |
| 1002 | Mobile Solutions Equipment | | \$0.00 | \$124,800.00 | \$124,800.00 | | |
| 15G. TOTAL AMOUNT OF CONTRACT | | | | | \$154,800.00 | | |
| 16. TABLE OF CONTENTS | | | | | | | |
| (X) | SEC. | DESCRIPTION | PAGE(S) | (X) | SEC. | DESCRIPTION | PAGE(S) |
| PART I - THE SCHEDULE | | | | PART II - CONTRACT CLAUSES | | | |
| <input type="checkbox"/> | A | SOLICITATION/CONTRACT FORM | <input type="text"/> | <input type="checkbox"/> | I | CONTRACT CLAUSES | <input type="text"/> |
| <input type="checkbox"/> | B | SUPPLIES OR SERVICES AND PRICES/COSTS | <input type="text"/> | PART III- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS | | | |
| <input type="checkbox"/> | C | DESCRIPTIONS/SPECS./WORK STATEMENT | <input type="text"/> | <input type="checkbox"/> | J | LIST OF ATTACHMENTS | <input type="text"/> |
| <input type="checkbox"/> | D | PACKAGING AND MARKING | <input type="text"/> | PART IV - REPRESENTATIONS AND INSTRUCTIONS | | | |
| <input type="checkbox"/> | E | INSPECTION AND ACCEPTANCE | <input type="text"/> | <input type="checkbox"/> | K | REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS | <input type="text"/> |
| <input type="checkbox"/> | F | DELIVERIES OR PERFORMANCE | <input type="text"/> | <input type="checkbox"/> | L | INSTRUS., CONDS., AND NOTICES TO OFFERORS | <input type="text"/> |
| <input type="checkbox"/> | G | CONTRACT ADMINISTRATION DATA | <input type="text"/> | <input type="checkbox"/> | M | EVALUATION FACTORS FOR AWARD | <input type="text"/> |
| <input type="checkbox"/> | H | SPECIAL CONTRACT REQUIREMENTS | <input type="text"/> | | | | |

Task item data is pulled from the Dollars Subform and displayed within a non-editable table

Enter free-form text in the text area below the table

Indicate if the PO is bilateral (IS) or unilateral (IS NOT)

| CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE | | | |
|---|-------------------------|---|-------------------------|
| 17. CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor <u>IS</u> <u>IS NOT</u> required to sign this document and return <u>copies to the issuing office.</u>) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.) | | 18. AWARD Your offer on Solicitation Number ID40120044 including the additions or changes made by you above, is hereby accepted as to the items listed above and on any condition sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary. | |
| 19A. NAME AND TITLE OF SIGNER (Type or print) | | 20A. NAME OF CONTRACTING OFFICER (Name) Abby CO (Phone) (877) 472-4877 | |
| 19B. NAME AND TITLE OF SIGNER (Type or print) BY (Signature of person authorized to sign) | 19C. DATE SIGNED | 20B. UNITED STATES OF AMERICA BY <input type="checkbox"/> Sign (Signature of Contracting Officer) | 20C. DATE SIGNED |
| AUTHORIZED FOR LOCAL REPRODUCTION | | STANDARD FORM 26 (REV. 12-2002) Prescribed by GSA - FAR (48 CFR) 53.214(a) | |
| ▶ Edit History | | | |
| <input type="button" value="Submit"/> | | <input type="button" value="Close Without Saving"/> | |

I Use Only*

An editable signature checkbox is displayed to the GSA Contracting Officer for signing the PO

When a CO attempts to sign and submit a PO, the system will validate that the user is not the same user who certified the funds for that order leg. If the GSA User is one in the same, the system will display a hard validation error preventing the CO from signing the PO, but will allow it to be submitted without being signed.

| ORDER FOR SUPPLIES AND SERVICES | | | | IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution | | PAGE 1 OF 1 PAGE(S) | |
|--|--|---|---|---|-------------|--|---------------|
| 1. DATE OF ORDER 03/05/2012 | | 2. ORDER NUMBER | | 3. CONTRACT NUMBER GS40T12SJA0035 | | 4. ACT NUMBER A2474686T | |
| FOR GOVERNMENT USE ONLY | 5. ACCOUNTING CLASSIFICATION | | | | | 6. FINANCE DIVISION | |
| | FUND 299X | ORG CODE Q04TF000 | B/A CODE FQ | O/C CODE 25 | AC | SS | VENDOR NAME |
| | FUNC CODE C01 | C/E CODE H08 | PROJ./PROS. NO. | CC-A | MDL | FI | G/L DEBT |
| | W/ITEM | CC-B | PRT./CRFT | AI | LC | DISCOUNT | |
| 7. TO: CONTRACTOR (Name, address and zip code) Steve Contractor IT INDUSTRY PARTNERS 2500 Technology Way Madison, GA 30650 Canada (619) 555-0100 | | | | 8. TYPE OF ORDER A. PURCHASE Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated. This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract. C. MODIFICATION NO. 000 TYPE OF MODIFICATION: | | | |
| 9A. EMPLOYER'S IDENTIFICATION NUMBER 111111111 | | | | 9B. CHECK, IF APPROP WITHHOLD 20% | | Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged. | |
| 10A. CLASSIFICATION B. Other than Small Business | | | | 10B. TYPE OF BUSINESS ORGANIZATION C. Corporation | | | |
| 11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 40 Abby CO 40 Region Rd. Atlanta, GA 12345 United States (877) 472-4877 | | 12. REMITTANCE ADDRESS (MANDATORY) IT INDUSTRY PARTNERS 2500 Technology Way Madison, GA 30650 United States | | 13. SHIP TO (Consignee address, zip code and telephone no.) Sarah Client 123 Main St. Springfield, CA 95370 United States (619) 555-0105 | | | |
| 14. PLACE OF INSPECTION AND ACCEPTANCE Sarah Client 123 Main St. Springfield, CA 95370 United States | | | 15. REQUISITION OFFICE (Name, symbol and telephone no.) Troy CSR GSA Region 40 40 Region Rd. Atlanta, GA 12345 United States (877) 472-4877 | | | | |
| 16. F.O.B. POINT Destination | | 17. GOVERNMENT B/L NO. | | 18. DELIVERY F.O.B. POINT ON OR BEFORE 02/28/2013 | | 19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS | |
| 20. SCHEDULE | | | | | | | |
| ITEM NO. (A) | SUPPLIES OR SERVICES (B) | | | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
| 1001 | Installation / Maintenance - Base Year | | | 1 | lot | \$30,000.00 | \$30,000.00 |
| 1002 | Mobile Solutions Equipment | | | 1 | lot | \$124,800.00 | \$124,800.00 |
| 21. RECEIVING OFFICE (Name, symbol and telephone no.) Organization Name, (619) 555-0105 | | | | | | TOTAL From 300-A(s) | |
| 22. SHIPPING POINT Specified in QUOTE | | | | 23. GROSS SHIP WT. | | GRAND TOTAL | \$154,800.00 |
| 24. MAIL INVOICE TO: (Include zip code) Finance Operations and Disbursement Branch (BCEB) 299X PO Box 219434 Kansas City, MO 641219434 United States | | | | 25A. FOR INQUIRIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support | | 25B. TELEPHONE NO. 816-926-7287 | |
| | | | | 26A. NAME OF CONTRACTING/ORDERING OFFICER (Type) Abby CO | | 26B. TELEPHONE NO. (877) 472-4877 | |
| | | | | 26C. SIGNATURE Abby CO 03/05/2012 | | | |
| GENERAL SERVICES ADMINISTRATION | | | | 1. PAYING OFFICE | | GSA FORM 300 (REV. 2-93) | |

Click on the *Print* button to display the PO form as a paper document without RBA headers and borders

Purchase Order Status Glossary

| Status | Definition |
|--------------------------|--|
| Initialized | GSA user has selected purchase order type. |
| Pending Vendor Signature | Purchase Order is bilateral and requires Contractor to co-sign. |
| Rejected | Purchase Order has been rejected by GSA user. New Purchase Order must be created to award the order leg. |
| Signed | Purchase Order has been signed and awarded by an authorized GSA Contracting Officer. |

Next Steps...

- Upon award of the basic Purchase Order the following documents can be generated:
 - Acceptance Information Document to accompany a *VITAP Imported Invoice*
 - Order Modification Document
 - Supporting Documents
 - Action Memo
 - Report
 - Resume Acceptance
 - Shipping Document
 - Staffing Notice



Federal Acquisition Service

Questions & Support

- For questions regarding AAS Policy please contact randy.matlack@gsa.gov or robert.niewood@gsa.gov
- For questions regarding the RBA Purchase Order training module please contact RBA Technical Support:

Phone: (877) 472-4877

Email: AASBS.helpdesk@gsa.gov

